

E-Mail operation

Sending

- > To wake up the device press the button **ENERGY SAVER**.
- > Place the originals on the platen or in the document processor.
- > Press **SEND** on the Home screen.



1 Enter the destination address.

**From the address book:**

Press **ADDRESS BOOK**. Press the checkbox to select the desired destination from the list. Press **Q**, to find the destination. Enter the name you search for. Confirm with **OK**. You can also press **MENU** to perform a more detailed search. You may choose multiple destinations.

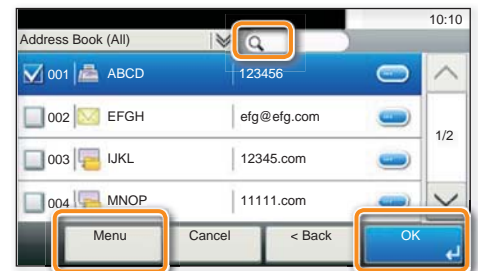
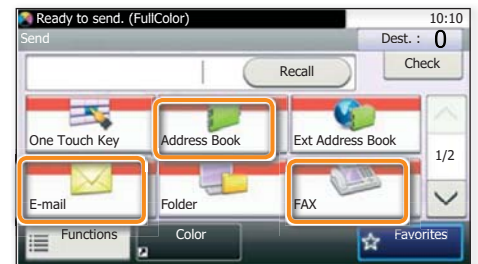
**Enter an e-mail address:**

Press **E-MAIL**. Enter the e-mail address on the touch screen. After that press **OK**. If you want to send the e-mail to several destinations press **NEXT DEST.**

**Enter a fax number:**

Press **FAX** on the touch screen. Press **ADD DEST.** Enter the fax number in the destination field and confirm with **OK**.

2 To start transmission press **START**.



Scan settings

- > Press **SEND** on the Home screen.



1 Press **FUNCTIONS**.

- 2 Choose the items to be changed by opening the related submenu.
- 3 Confirm with **CLOSE**.



## Fax operation

### Cancelling sending job

- > If the documents are still fed, press **STOP**.



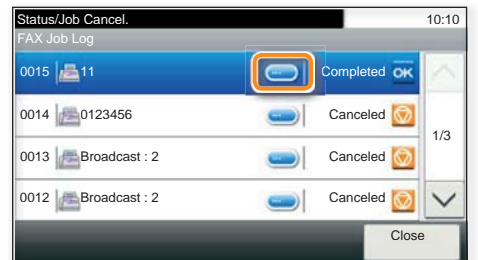
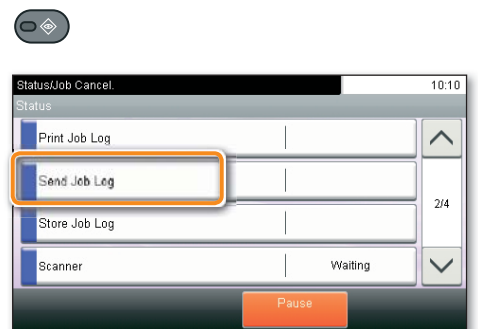
- 1 Press **STATUS/JOB CANCEL**.
- 2 Press **SEND JOB STATUS**.
- 3 Choose the job to be cancelled and press **CANCEL**.
- 4 Confirm with **YES**.  
Communication is cancelled.



### Check transmission result

- 1 Press **STATUS/JOB CANCEL**.
- 2 Press **SEND JOB LOG**.

- 3 The result is displayed.
- 4 Press **...** to display more details of the selected transmission.



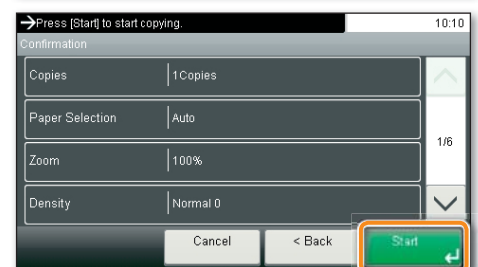
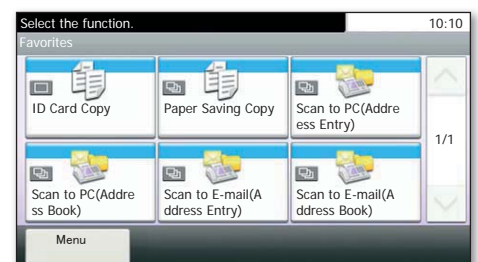
### Using Favorites

- > Press **FAVORITES** on the Home screen.



- 1 Select a favorite.

- 2 Make the desired settings.
- 3 Confirm the settings by pressing **START**.

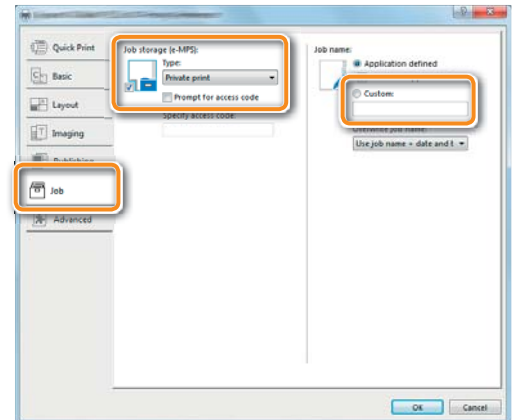


Print operation

Private printing

**Note:** To activate the private printing from the PC, select the **JOB** tab in the printer driver and click **PRIVATE PRINT**. The section **CUSTOM** allows you to type in your name directly.

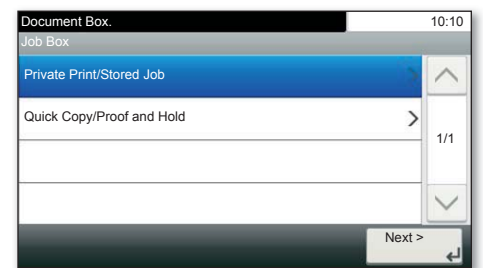
- > From the application select **FILE, PRINT**.
- > Select **PROPERTIES**.
- > In the printer driver click on **JOB**.



- > Press **JOB BOX** on the Home screen.

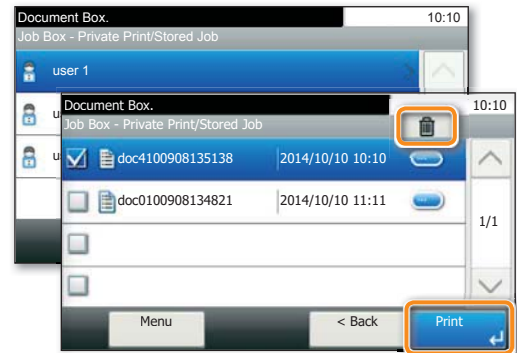


- 1 Press **PRIVATE PRINT**.



- 2 Select the creator of the private print job.
- 3 Select the document to be printed from the list. If the document is password protected, type in the PIN with the **TEN-KEY** pad.
- 4 Press **PRINT** to start printing.

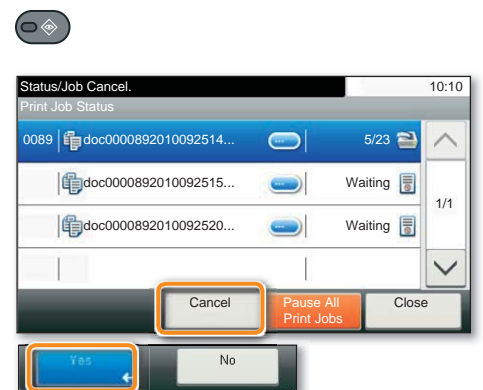
**Note:** By pressing jobs can be cancelled.



Cancel print job

- 1 Press **STATUS/JOB CANCEL**.
- 2 Press **PRINT JOB STATUS**.
- 3 Select the job you wish to cancel and press **CANCEL**.

- 4 Confirm with **YES**.  
Job is cancelled.

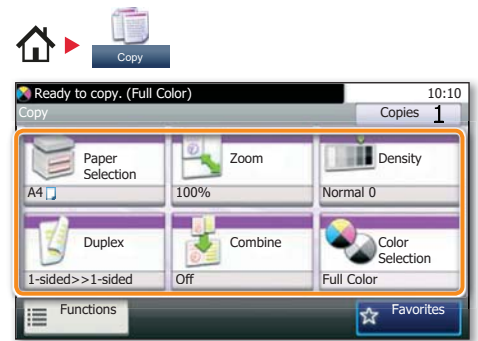


## Copy operation

### Prepare copy

- > To resume the device from energy saver, press any key on the operation panel.
- > Place the originals on the platen or in the document processor.

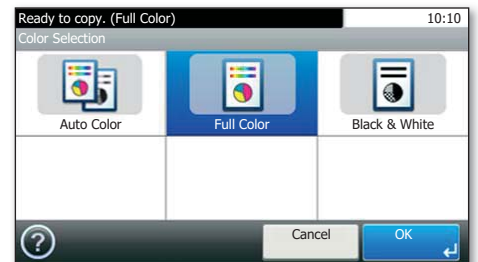
- 1 Press **COPY** on the Home screen.
- 2 Enter the number of copies with the **TEN-KEY** pad.



### Optional Settings

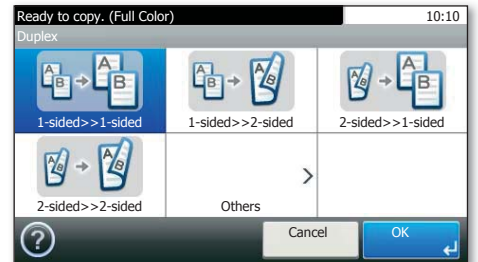
#### Color Selection

Press **COLOR SELECTION** to select the required copy mode.



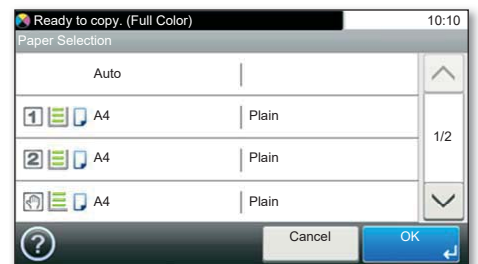
#### Duplex

Press **DUPLEX** on the touch screen and select the desired function.



#### Changing paper source

Press **PAPER SELECTION**. Choose the desired paper format. When using special sizes select the MP tray. Confirm your selection with **OK**.



#### Reducing/Enlarging (Zoom)

Press **ZOOM** on the touch screen. Select the original format and the target format or choose the zoom factor.



All of above optional settings have to be confirmed with **OK**.

- 3 Press **START** and the copy starts.